

Workplace Alaska

Class Specification Chief Deputy Clerk II, ACS

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Definition:

Under general direction, the Chief Deputy Clerk II serves as the primary assistant to the clerk of court of a large court. This is a supervisory job class with substantial authority to employ, discipline, train, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

Chief Deputy Clerks II serve in the Fairbanks and Palmer trial courts. A Chief Deputy Clerk III serves in the Anchorage trial court.

The Chief Deputy Clerk II performs difficult work of a professional and highly involved nature that presents new or constantly changing operational problems that are not easily evaluated or resolved. A detailed knowledge of all trial court functions is required. A high degree of independent judgment is necessary to expeditiously resolve operational problems.

Supervision Received: Chief Deputy Clerks II receive general direction from the clerk of court, area court administrator, or presiding judge. Routine detailed work is rarely reviewed. Supervision and evaluation are based on the overall production and efficiency of the entire deputy clerk function.

Supervision Exercised: Chief Deputy Clerks II are responsible for, or assist in the recruitment, training, evaluation, and discipline of Deputy Clerks and other trial court staff. They may also settle informal disputes among subordinate employees or recommend resolutions. Responsible, independent judgment is exercised in these functions.

Examples of Duties:

Provide technical support, leadership, and supervision of the various functions that comprise the statutory clerk activities of the court, including record keeping, calendaring, accounting, and jury management.

Assist the clerk of court in planning, implementing, directing, and monitoring the non-judicial activities of the trial court.

Assist the clerk of court with supervision of staff. This includes recruitment, training, evaluation, counseling, and progressive discipline.

Assist the clerk of court in daily policy and decision-making responsibilities regarding personnel issues, case processing procedures, case management, accounting, and jury management.

Perform job duties of department supervisors or subordinates as necessary to maintain workflow during absences or peak workload.

Interact with staff, management, and judges on the development of court policies and procedures. Establish or recommend procedures to implement policies and achieve objectives.

Participate in a variety of local and statewide committees.

Study and analyze clerical functions and procedures, and recommend new procedures or modifications of existing procedures.

Review statutes, bills, rules, codes, and policies; apply them to the case processing accordingly.

Approve expenditures and make certain costs are within acceptable limits.

In the absence of the clerk of court, execute property documents pursuant to court order.

Answer inquiries in writing, in person, and over the phone from judges, attorneys, and the general public concerning specific cases or

general court policies and procedures.

In the absence of the clerk of court, supervise staff, resolve personnel issues, manage the workflow, administer policies and procedures, and serve as a local representative of the court.

Perform deputy magistrate duties and other duties as required.

Knowledge, Skills and Abilities:

A Chief Deputy Clerk II requires knowledge of:

- The Rules of Court, Supreme Court Orders, Administrative Rules, and local court policies governing the record keeping, accounting, and case processing functions.
- Work systems and procedures involved in the record keeping, accounting, and case processing functions.
- The policies and procedures of other public and private agencies as they apply to the court.

A Chief Deputy Clerk II requires skill in:

- Supervision, workflow management, problem identification, definition, and resolution.
- Motivating employees to work in accordance with established policies and procedures and to achieve required performance standards of quality and quantity.

A Chief Deputy Clerk II requires the ability to:

- Devise work systems and procedures.
- Change existing work systems by developing rational alternatives as operational problems necessitate modification.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate AND two years of technical or professional legal work experience with the Alaska Court System, a law firm, or justice agency AND one year of work experience supervising clerical, technical, or professional employees.

OR

A bachelor's degree from an accredited college AND one year of work experience supervising clerical, technical, or professional employees.

NOTE: The required technical or professional legal work experience is met by service as a Deputy Clerk II, Deputy Clerk III, Legal Technician, Court Supervisor, Clerk of Court, Administrative Assistant, or Chief Deputy Clerk with the Alaska Court System or similar legal work experience with another employer.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Have you received a high school diploma or obtained a General Educational Development (GED) certificate?

AND

Do you have two years of technical or professional legal work experience with the Alaska Court System, a law firm, or justice agency?

AND

Do you have one year of work experience supervising clerical, technical, or professional employees?

Or Substitution:

Do you have a bachelor's degree from an accredited college?

AND

Do you have one year of work experience supervising clerical, technical, or professional employees?